



The Vermont Society of Sons of the American Revolution

Reserve Officer Training Corps (ROTC) Cadet Medal Award Program

ROTC CADET MEDAL AWARD PROGRAM COMMITTEE:

The Vermont Society of Sons of the American Revolution (VTSSAR) Reserve Officer Training Corps (ROTC) Cadet Medal Award Program Committee, as it has heretofore been created by the President of the Society under the authority vested in him, is chaired by a VTSSAR member, in good standing, (preferably a present or former commissioned officer who obtained his commission through a service ROTC program) appointed by and serving at the pleasure of the current President of the Society. Other members of the Committee may be appointed to the committee by the current President of the Society and they serve at the pleasure of that President. The Chairman of the ROTC Cadet Medal Award Program Committee serves on the VTSSAR Awards and Medals Committee.

COMMITTEE RESPONSIBILITIES:

The Committee is responsible for managing and administering the VTSSAR ROTC Cadet Medal Award Program at each College and/or University within the state of Vermont having a service ROTC program. Colleges and/or Universities having more than one service ROTC program shall be managed and administered separately. At the present there are five (5) ROTC Cadet Medal Award programs managed and administered by the committee: an Army ROTC at the University of Vermont and Army ROTC, Navy ROTC, Marine Corps ROTC and Air Force ROTC programs at Norwich University.

The criteria for eligibility of the medal and accompanying certificate (the Silver ROTC Medal) authorized and administered through the VTSSAR ROTC Cadet Medal Award Program is as listed in the current Official Handbook, Volume III – Insignia, Medals and Awards, published by The National Society of the Sons of the American Revolution. No more than one medal will be awarded each year to a recipient selected for a high degree of merit with respect to leadership qualities, military bearing and general excellence by the Commanding Officer of that respective recipient's ROTC unit. No recipient may receive the Silver ROTC medal more than once.

The Chairman of the ROTC Cadet Medal Award Program shall either personally or via another member of his committee maintain continuous contact with the Commanding Officer of each of the five (5) ROTC Units noted above to assure the VTSSAR ROTC Cadet Medal Award Program is effectively implemented at that unit.

The duties and responsibilities of the ROTC Cadet Medal Award Program Committee, charged with the effective and proficient management and administration of the VTSSAR ROTC Cadet Medal Award Program, include, but are not limited to: (1) maintaining an adequate two (2) year supply of Silver ROTC Medals and Certificates on hand for the annual awards, (2) obtaining the names and a short biography on each annual recipient, (3) preparing the certificates to be awarded annually, (4) assuring that a member of the said committee is present and personally makes the award to each respective recipient at each ROTC unit's annual awards ceremony, (5) arranging for the taking of and/or obtaining photographs of each award presentation; (6) preparing and submitting articles (with at least one accompanying photo of each presentation) for publication in the VTSSAR newsletter and posting on the Society's website on each medal recipient, (7) maintaining a list of all present and past Silver ROTC Award recipients, and (8) retiring the committees records in accordance with the Society's Records Management and Preservation policy.

The ROTC Cadet Medal Award Program Committee Chairman shall report on the activities for which he and/or the committee has been assigned at each meeting of the Society or Board of Managers either in person, if present, or via the Chairman of the Awards and Medals Committee (1st Vice President). Reports to the Board of Managers shall be reduced to writing and presented to the Secretary at least 48 hours prior to each meeting for early distribution to each member of the Board and for attachment as an enclosure to the minutes of the said meeting.

Approved and Adopted By the Board of Managers

November 17, 2011
(date)



ATTEST: _____
(Secretary)